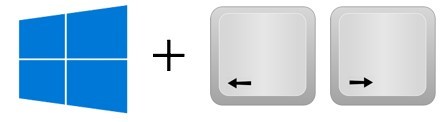
# Windows Shortcuts for Educators

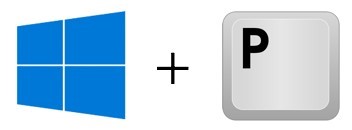
## Snap windows side-by-side

Display two windows simultaneously for file transfer, note taking or research

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/1447.1Snap.jpg)

## Connect to a second screen

Two keys are all you need to connect to a smartboard, projector or second monitor

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/8512.2Whiteboard.jpg)

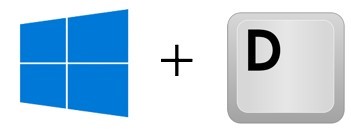
## Screenshot directly to OneNote

From creating lesson content to student research projects, this shortcut will increase productivity

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/5672.3Clipboard.jpg)

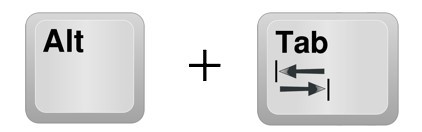
## Show the desktop

Too many windows open and you just want to get to the desktop? These two keys are your new best friend

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/0184.4ClearWindows.jpg)

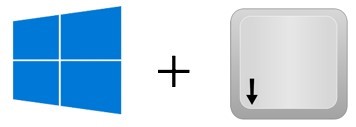
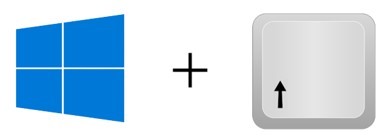
## Switch between open windows

Useful shortcut to quickly move between windows without taking your hands off the keyboard

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/2313.5RecentWindow.jpg)

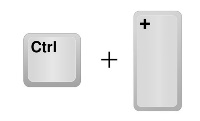
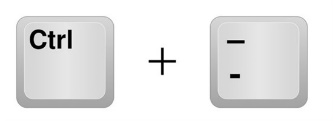
## Easy maximising and minimising

Quickly change the view of your windows

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/4274.6Minimize.jpg) [](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/6558.6Maximize.jpg)

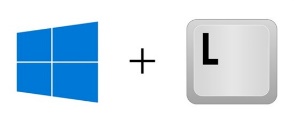
## Zoom in and out

Whether you’re in a document or webpage these shortcuts help with finer details or fuller views

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/6886.7Zoomin.jpg) [](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/7563.7ZoomOut.jpg)

## Security shortcut

Stepping away from your computer? This shortcut will prevent student access to your computer

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/1663.8LockScreen.jpg)

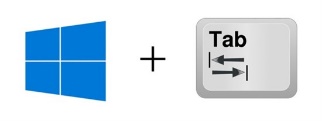
## Switch between language keyboards

Great for multilingual educators or language teachers

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/2311.9Switch.jpg)

## Task View of your windows

Access a full screen view of open windows

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/10Task.jpg)

## Add another desktop (W10 only)

Great for dividing personal and professional work, or setting up lessons for different classes

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/4062.11Desktop.jpg)

## Peek at desktop

When you need to check your desktop but don’t want to close your windows

[](http://blogs.technet.com/cfs-file.ashx/__key/communityserver-blogs-components-weblogfiles/00-00-00-89-61/3162.12Temporarily.jpg)